Skyward User’s Manual

Skyward School Business Suite Employee Access Portal

Prepared for

HERNANDO COUNTY SCHOOL DISTRICT

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Version 1.0
INTRODUCTION

What is ‘Employee Access’? Employee Access is a program in Skyward that:

Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave balance through Employee Information

In the future:

- Allows employees to request absences through Time Off
- Allows non-exempt employees to clock in / out through True Time

Access to the web site is through your district provided username and password. Access can be obtained from either district computers or from home using a link on the https://www.hernandoschools.org web site or copy and paste the following link to your web browser:

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seplog01.w

GETTING STARTED

To access Skyward Employee Access you will need your district username and password. These are provided by the Hernando County Schools Technology & Information Services (TIS) Department. If you have forgotten or lost your username and password, please contact the TIS Helpdesk to obtain a replacement.

CONNECT AT WORK / HOME. Go to the District Internet Site, https://www.hernandoschools.org and select the tab labeled MENU (at the top left of the page). Next click the Departments and then Technology & Information Services. Mid-way down the page under Important Links select “Skyward Business Suite”.

Next you will need to log into the site.

1. Type in your Login ID and Password as provided by TIS. Then click on the LOGIN button

   Note: If you do not remember your Login ID and / or Password, contact the TIS Help Desk.

2. It is recommended to add this login page to your internet favorites for easier access to Employee Access in the future.

Due to security reasons, you will be logged out of the Employee Access application when there is no activity after fifteen (15) minutes.
NAVIGATING EMPLOYEE ACCESS

Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsibilities, you may see other tabs as well.

The most common Employee Access Portal contains three (3) parts: **Home, Employee Information** and **Time Off**.

**Home Tab**
- Returns the User back to their Home Page Dashboard

**Employee Information Tab**
1. **Employee Information** section includes:
   - (Personal Information, Calendar, Account Payable Payments and Online Forms)
2. **Payroll** section includes:
   - (Check History, Check Estimator, Calendar Year-to-Date, Direct Deposit, W2 and W4 Information).

**Time Off Tab**
1. **Teachers, Instructional and School Based Staff**: Time Off will show Allocated, Used and Remaining Sick Leave
2. **Non-Exempt District Staff**: Time off will show Allocated, Used and Remaining Sick Leave, Vacation Time and Comp Leave.
3. **Administrators & Exempt Staff**: Time off will show Allocated, Used and Remaining Sick Leave and Vacation Time.
EMPLOYEE INFORMATION

When you click on the ‘Employee Information’ button, you will see the following screen:

You will see several options under ‘Employee Information’ and ‘Payroll.’ Please note there are several ways to obtain the same information. For example, if you select ‘Personal Information’, this option will also allow you to see payroll information as well.

Employee Information

If you click on the ‘Personal Information’ option, you will see the following screen:

On this page, you can view:

**Demographic** – you can view your information that is currently recorded in Skyward, such as name, phone, race and ethnicity, and address (Important note: if you notice any inaccuracies, contact Human Resources)
Payroll – you can view payroll information, such as:

- **Checks** will list all your checks in descending order (current to last). To print a check, see “My Print Queue” instructions.
- **Check Estimator** will quickly estimate your tax deductions based on your W4.
- **Calendar YTD** will summarize your checks total Gross Wages and Net Amounts.
- **History Report** will display a report of check information for a specific date range
- **Direct Deposit** will show you which bank your check is being deposited to.
- **W2 Information** will list all your wages and tax information by year.
- **W4 Information** includes Tax State, Federal Marital Status, State Marital Status, Federal Allowances and State Allowances.

**Time Off Status** – View your current leave balances

**AP Payments** – View any AP payments made to you (e.g. travel reimbursements)

**Emergency Contacts** – View your emergency contacts
Payroll

The Payroll section contains seven (7) sub menu selections.

1. **Check information** – this will allow you to view your checks and print them off as needed

2. **Check Estimator** - Use this process to calculate your net pay if you changed W4 information. This is for estimating only. Your W4 information is not changed with the Payroll Department. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department. Contact payroll for assistance).

3. **Calendar YTD (Year to Date)** – View the totals of your pay checks for the calendar year (starting in January) by clicking the Show Calendar YTD Button. This view is a printable copy of your pay details for the calendar year.

4. **History Report** – View a report of check information for a specific date range.

5. **Direct Deposit Information** – View your direct deposit information. If you need to change your direct deposit information, you must submit the form to the Payroll Department. (Note: If you want to change your direct deposit information, a new form must be submitted to the Payroll Department; contact payroll for assistance. In addition, you must submit a voided check with this form).

6. **W2 Information** – View your W2 information by clicking the Show W2 Info Button. This is a printable copy of your W2 information.

7. **W4 Information** – View your W4 info by clicking the Show W4 Info Button. This is a printable copy of your W4 info. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department; contact payroll for assistance).

**Check History**

This area displays your historical pay records. The Check History browse displays your payroll checks beginning with the most recent.

Click the **Check Number** link or the **Show Check** button to open a separate window of Check Details.
Check Estimator

This area can be used to test the impact of changes to your payroll information.

Employee Access Portal
Calendar Year-to-Date

This area displays your calendar-year-to-date payroll totals for the current or previous years.

Under the Views drop down you can change what information to display in the browse.

Calendar YTD with Taxable Wage Information:

You can use Expand Options to display calendar YTD details or you can click Show Calendar YTD.

Calendar YTD Details
Direct Deposit Information
This area displays a list of your direct deposit accounts. Use this area to verify your direct deposit information.

W2 Information
This area displays your W2 tax information.

To view the statement, highlight the W2 you wish to view and click View W2 Form.

The shows how the amounts on the actual W2 were calculated.
W4 Information
This area displays the W4 information on file with the Payroll department. Use this area to verify the W4 information.
**TIME OFF**

When you click on the ‘Time Off’ button (the second button option in Employee Access), you will see the following screen:

**My Status** – this option will allow you to view your leave balances

- The total amount of leave you have earned as an employee (lifetime)
- The total amount of leave you have used as an employee (lifetime)
- The total amount of leave remaining that has not been taken.
- Leave approved, but not yet taken.
- The amount of leave available for use.

**Employee Access Portal**

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